

## TOWN OF SOUTHAMPTON

Department of Land Management  
Building and Zoning Division  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

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TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

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CHIEF BUILDING INSPECTOR

## SIGN PERMIT RENEWAL

**SIGN PERMIT NO. #** \_\_\_\_\_

Parcel's Suffolk County Tax Map # 473689 (900) - \_\_\_\_\_  
Section Block Lot

**Location** of subject property: (Provide unit no., bldg. no., Suite #, if applicable) # \_\_\_\_\_

Number Street Hamlet Zip Code

\_\_\_\_\_ Check here if this application did include a request for a "temporary business sign" as permitted in §330-205.I.

1. **Sign Name/Identification** (the business name): \_\_\_\_\_

2. **Business entity's legal name/ Mailing Address/Phone#:** ( ) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. **Erecting contractor/entity.**

Contractor or person who will be erecting the sign: Submit one copy of a NYS Workers Comp. Certificate (C105.2) or waiver (CE-200). (ACORD prohibited)

Phone# \_\_\_\_\_ Name: \_\_\_\_\_

Address \_\_\_\_\_

## SIGN TYPE:

\_\_\_ Free standing types: \_\_\_ single side \_\_\_ double sided

\_\_\_ double pole \_\_\_ single pole \_\_\_ monument

\_\_\_ Wall

\_\_\_ Window (unless exempt)

\_\_\_ Roof/Parapet (only where permitted, or by zoning variance)

\_\_\_ Awning or Canopy (separate Building Permit may be required)

\_\_\_ Other (describe) \_\_\_\_\_

4. **Dimensions and Area of subject sign** (use to calculate fee below):

Width \_\_\_\_\_ X Height \_\_\_\_\_ AREA of sign = \_\_\_\_\_ sq. ft.

**5. FEE\***

(\$50.00 min) Note: Round area to the nearest whole sq. ft.: ex. 19.49 = 19sf, and 19.50 = 20sf) \*Double fee for maintaining signs that exist illegally

- 1) **AREA** of sign \_\_\_\_\_ sf X \$5/sf = \$\_\_\_\_\_
- 2) **If sign erected/modified without permit**, multiply item "1" above x 2 = \$\_\_\_\_\_
- 3) **Temporary Business Sign Add \$50.00** (only if applicable) = \$\_\_\_\_\_
- 4) **TOTAL FEE** (add amounts from items "1", "2" & "3" above) = \$\_\_\_\_\_

**6. Applicant's Affidavit**

APPLICATION IS HEREBY MADE to the Building Division for issuance of a Sign Permit pursuant to the Southampton Town Zoning Ordinance, Chapter 330-200 through 330-220, and all amendments thereto. The Business Owner/Applicant and his/her authorized agent agree to comply with all applicable laws, ordinances and regulations governing the erection of signs.

STATE OF NEW YORK,  
COUNTY OF SUFFOLK

Individual/Corporation Name (if applicable): \_\_\_\_\_

Name and Title (president, member, etc): \_\_\_\_\_

Telephone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

Please check one:

- ☐ Business owner only, as applicant
- ☐ Property owner only, as applicant
- ☐ Property owner as occupying business owner, as applicant
- ☐ An agent retained as applicant (Provide identification on separate letterhead)

being duly sworn, deposes and states that he/she is the applicant above named, and that:

1) If not the applicant, the person or entity responsible for requesting all required sign inspections is:

Name/entity /address/ tel. \_\_\_\_\_

\_\_\_\_\_ TEL. (     ) \_\_\_\_\_ - \_\_\_\_\_

2) There are no changes to the design as originally approved.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_

\_\_\_\_\_  
(Notary Signature and stamp)